



GOVERNANCE & PRIORITIES COMMITTEE

June 21, 2022

Council Chambers, City Hall
1:00 p.m.

AGENDA

Pages

1. Call to Order

This meeting is for discussion and information gathering only. All decisions will occur during Council Meetings.

Reminder, all members of Council are obligated to declare a conflict of interest regarding any items on the Agenda.

2. Approval of Agenda

Recommendation: That the Agenda dated June 21st, 2022 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated May 24th, 2022 be approved.

4. Public Presentations

5. Administration Presentations

5.1 CAO update.

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6. Strategic Plan

6.1 A verbal update will be provided by Jim Jones.

7. Governance and Priority Matters (Bylaws/ Policies/ Procedures)

8. Agencies/ Boards and Committees

9. Unfinished Business

10. Council's Interest and Communications



GOVERNANCE & PRIORITIES COMMITTEE

June 21, 2022

**Council Chambers, City Hall
1:00 p.m.**

11. En Camera Requests

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11.1 A request regarding Contracts and Proposals was presented by the General Manager of Infrastructure and Operations.

Recommendation: That the Governance & Priorities Committee go into a closed meeting immediately following the adjournment of this meeting.

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of June 21st, 2022 be adjourned.

Next Meeting September 13, 2022.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: June 9, 2022
To: Governance & Priorities Committee
From: Chief Administrative Officer
Subject: **CAO Update**

One of the key items on each Governance & Priorities Committee (GPC) Agenda is a monthly report from my office setting out an overall organizational update.

Attached you will find reports for the following divisions:

- Asset Management
- Community Services
- Corporate Services
- Infrastructure & Operations
- Planning & Growth Development
- Swift Current Fire Department

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tim Marcus", written over a horizontal line.

Tim Marcus, CAO

ASSET MANAGEMENT

MAY 2022 – MONTHLY CAO REPORT



Asset Management:

Experienced some down time due to the **cutter troubleshooting**.

The new cable connection did not resolve the problem, so the cutter was shipped back to Ontario for repairs. Aries Canada sent a **loaner unit** to use in the meantime. There was a wiring issue with the loaner unit, but the Technical Superintendent from City Light & Power was able to repair it; downtime totaled approximately 2 hours.

The **camera head** that was shipped last month has been repaired and is back in use. We were able to cut approx. 2,500 m in May, bringing the total to about **31,500 m**.

Training for the camera will take place in the first week of June - the rep from Calgary will be here for a couple of days, as well as a half-day Zoom training session from the factory in New Jersey.

Roadways have been measured and numbered, and a breakdown of gravel roads vs paved streets has been completed. A visual inspection has been done for all **sidewalks**, and now the drawings need to be updated with a few discrepancies. **Lanes** are now completed as well.

The **asset registry** is currently being revised to include the required data. This will be a major project as there is a lot of information that needs to be added.

Airport:

The application for the **2022 CAP funding** has been submitted. We have not received any further information from the Ministry of Highways.

Crack sealing has been completed on the main runway; there is still a bit of work to do on the apron and taxiway.

The first **drag races** will take place in June; everything should be in place for this to proceed.

We are going to review **private hangar leases and rates**. A couple of leases come due for renewal this year.

RECREATION, PARKS & CULTURE

MAY 2022 – MONTHLY CAO REPORT



MISSION STATEMENT: A connected, healthy community with an enduring small-town feel, offering diverse recreation, parks and culture opportunities that inspire healthy living and pride among residents and our neighbouring communities.



Forever in Motion

Capital/Operating Projects:

- **Art Gallery** installed *High School Art Show*, opened May 6. Installed touring exhibition *Milan Gerza: Anti-Universe & Retrospective*. Annual *Southwest Open Exhibition* in West Wing Gallery call for exhibiting artists, closed May 27 (35 local artists responded). Call for artists was also sent out seeking interest in creating outdoor sensory pathways for elementary schools. *Made of the West: The Art of Bill Philpott*, publication completed and sent to printers.
- **Floor scrubber for Kinetic Park** ordered – tender awarded to Country Club. Bright Sand Aggregate donated \$1,000 worth of **rodeo sand for Magnus Newland Arena** as a Community Services donation. In return, Kinetic Park will supply a 4'x8' Bright Sand recognition sign on barn 6.
- **Inclusive Park and Playground** announced. Federal press release announced funding received from the CCRF grant funding program.
- Working on finalization of **facility occupancy** numbers to meet provincial standards.
- **Community Services grants** included: *SPRA Framework in Action Grant* (received \$2,000 for the painted pathways/school yard initiative); *SIGA* sponsorship for City Splash (requested \$500); *SPRA Parks For All Grant* (Received \$2,000 for Parkway Connection Event on June 5); *ACT* sponsorship (Received \$2,500 for Parks Play Program Summer Kick Off June 16).
- Anchors were installed at **Windscape** field. Mosquito control continued. Herbicide application began on sports fields and in parks.

- **Safe Places** online education program (Bridge Program); Adolescent ongoing, Child program is under development. Safe Places developed the brand and logos for this partnership. Safe Places **online portal** launched, new applicants and renewals underway. Conversation underway for all previous certifications, marketing and branding complete, developed material and supports, affiliation program developed, sent memorandum of understanding to Gull Lake, provided support calls to community, public directory online, staff certification status was determined, and communication prepared for renewals and training.
- **Golf Course** experienced delay in **irrigation and cultural practices** such as fertilizing and verticutting, due to a pressure sensor failure in the irrigation pump control, (continued tank watering until electronic part to repair pump arrived from Ontario). **Cart path paving** project completed. With other projects needing to be completed, may have to consider another student to assist as full-time staff are unavailable due to courses and vacation. Expecting operating cost for fertilizer to exceed budgeted as prices continue to increase.
- **Aquatic Centre** received quotes from Kruse Glass and Quality Glass for **door replacement**. Facility audit consultant visited Fairview Pool on May 10. **Pool paint** for Fairview arrived and painting began. Cracks in the dive tank discovered during preparation of Fairview pool. Jet Construction patched the cracks.
- **Museum** basement light upgrades and fire rated file cabinet projects completed on budget.
- Ice removed from **Fairview East** on May 8. Extra row of theatre seats installed, by staff, at Fairview West.
- **Dickson Centre** staff repaired drywall, painted, changed light bulbs, and did minor plumbing repairs. Sump pump failure under Cre8tive Minds rental space caused minor damage and resulted in pump replacement.

Programs/Rentals:

- **Art Gallery** *Creative Care Art, Visual Storytelling, Oil Pastels* and *Watercolour* classes completed. *New Ideas in Oils and Acrylic* class held May 7 and 8. Held 2, 2-day ceramic workshops for 4-H club, 2 for Dories House, 1 at Gull Lake. Maverick School utilized ceramic studio to prepare their artwork for auction. 83 items were sold through Art Supply Service grossing \$950.42.
- Partnership with the Family Resource Centre's, *Let's Play* program, successful and new connections for **summer programs** were made. *United Way Active Play* ran its last session with 40 in attendance, transportation was provided through City Wide Cabs and Bridgeway Vans. *Nature Play* began its 9th year with 21 kids (grades 1-6) registered for the Saturdays. *Youth Open Gym* accommodated 40 kids, *Welcome to Recreation* was also a hit.

- **Kinetic Park** had three tradeshow and a Fencing tournament take place in May. Palliser meeting rooms were busy training seminars and various group meetings. On May 17, SC Stock Car Association held Test and Tune. 300 horses were registered for the Dustbowl Barrel Racing Jackpot event held May 28 -29 in the Magnus Newland.
- AAA U18 Selects **Baseball Tournament** took place at Mitchell Field – 13 teams participated.
- Janine and Helen Rempel **Community Garden** opened May 1 – all boxes rented.
- Spring 8-week **swim lessons** concluded May 12. Spring 4-week swim lessons began May 24.
- **Golf Course** experienced lost days of play due to rain (unfortunately were on weekends and Men’s Night). May saw 4,036 rounds of golf played and Golf Course reported *to-date* revenue of \$475,564 up \$6,998 from last year.
- **Museum** attracted 106 participants for its various programs including *Lunch N Learn* with Kristen Simonson.
- **Roller Derby** returned to the **curling rink** 2 nights a week with first bout held on May 23. Benjamin **Circus** presented 2 shows at the **iplex** – building was full! Social Hall accommodated 1 wedding rental.
- Lacrosse hosted games and tournaments in **Fairview Arena**, concession profited at all events. Removed existing condensers and piping, added new I-beams. Fairview Arena ready for installation of new condenser.
- Janitorial RFP closed for **RC Dahl**. Entered 1 year rental contract with *Good News Baptist Church* leasing a classroom at the Dickson Centre.
- **Lt. Col. Clifton Centre** bookings decreased as sports moving outside but did have 8 **birthday parties** in the gym.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	431	Safe Places Certification	20	Swimming Lessons	708
HHOF	3	Welcome to Recreation	48	Private Swimming Lessons	0
AGSC	651	School Swimming Lessons	797	General Swim	1718
AGSC (Dickson)	112	Aquatic Fitness	425	Swim Clubs	1024

Staffing/Scheduling:

- **Summer and seasonal staff** started. Summer students covering Parks, Cemeteries, Programming, Golf Course, Museum, Facilities and Art Gallery. Pool Technician start date May 10. New Librarian started at RC Dahl.

- **Training:** Kinetic Park employee successfully completed *Pesticide Landscape Applicator* course. Summer student orientation and onboarding provided with *Power Mobile Equipment Certification* and *First Aid*. Community Recreation Coordinator completed *High Five Train the Trainer Course* – she will become certified after facilitating 1 in-person and 1 online course. *Safe Places* training for online portal provided to 50 staff. Inservice for Lifeguarding staff with focus on lifeguarding skills.

User/Rental/Community Connections:

- **Luncheon held** to thank *Forever in Motion* leaders/instructors. 159 programs offered with 920 visits.
- *Fall Community Services Guide* **communication packages dispersed** to the community.
- **Finalized** with *Celebrate Canada* committee on **event and marketing details** for June 20-July 1 festivities. **Attended partnership meetings** with *Families in the Parks* agencies for summer programs. **Working with cultural groups** to collaborate and support *Culture Days* Sept 23-Oct 16. **Met with local organizers** for the *Disc Golf Provincial Tournament* to finalized design layout for the back 9 of the course. Met with other groups to assist with **preparation of upcoming events** including, Windscape Kite Festival, Come Together, Great Southwest Shakespeare Festival. Met with organizers of *Call-to-Action* event May 11 and 12 to coordinate Market Square requirements and road closures. *Interagency Committee* meeting included discussion about the Hub.
- **Hosted Ball Diamond Maintenance Course** in conjunction with Saskatchewan Parks and Recreation Association.
- **Delivered Safe Places presentation** to Southwest District for Culture Recreation & Sport and CURLSASK. CURLSASK interested in proceeding with management talks and fees to implement. **Provided portal training** to Newcomer Welcome Centre and Partners in Employment. Bridgeway Community church looking to have their group certified.

Bet You Didn't Know:

- **That June is Recreation and Parks Month** – to celebrate, we are hosting Parkway Connections on June 5. Explore Bike Safety, Elmwood Fit Park, Community Gardens, Disc Golf and more. <http://www.swiftcurrent.ca/divisions/community-services/special-events/parkway-connection>
- That Park department will demo an **electric zero turn mower** (currently utilize electric grass trimmers and push mowers in satellite park locations).

CORPORATE SERVICES

MAY 2022 – MONTHLY CAO REPORT



Capital Projects:

Information Technology:

- Converted the **Main Lift Station** to the City's fibre optic network and replaced the **main fibre switch** at City Hall.
- The **Financial System and Payroll Software Upgrade** project continued to progress forward, with detailed scoping of requirements underway.
- **Converted the server** used to push software updates to PC, laptops and tablets to a **cloud environment**, which will eliminate the need to maintain the server in-house.

Purchasing:

- RFP CSC-22-R-008, **Playground Project** closed April 13, 2022, and was awarded to Playgrounds-R-U's at the May 30, 2022, Council Meeting.
- RFP CSC-22-E-014, **Mechanical Sweeper** closed April 19, 2022, and was awarded to Raymax Equipment Sales on May 16, 2022.
- RFP CSC-22-E-015, **Motor Grader** closed April 19, 2022, and awarded to Finning Canada on May 16, 2022.
- RFP CSC-22-E-017, 2022 **Pavement Markings** was awarded to Line West Ltd.
- RFP CSC-22-A-018, **RC Dahl Center Janitorial Services** was awarded to Swift Current Professional Janitorial Services May 30, 2022.
- RFP CSC-22-E-020, **Water Treatment Plant PLC Upgrade Contract** was posted May 19, 2022, and closes on June 15, 2022.

Other Special Projects:

Human Resources:

- On May 2, 2022, Human Resources attended an **orientation session** for all new and returning **summer students** to provide information about payroll, safety, programs, etc., as well as complete **on-boarding** for all forty-five (45) summer students.

Information Technology:

- Completed **migration** of the utility and property tax **billing system to the cloud** environment with no significant issues arising.

Financial Services:

- All bylaws that relate to the **2022 Annual Property Tax Levy** were approved by Council on May 30, 2022 and all tax notices were mailed to property owners on May 31, 2022.

Assessment:

- In **preparation for the 2022 Annual Property Tax** levy, numerous school support changes, exemption corrections for the exemption bylaw and residential corrections were made to properties prior to levy.
- **Reporting to the provincial and federal governments** regarding property assessment values began in May. The process is required quarterly for the provincial government and semi-annually for the federal government.
- Also in May, focus has turned to **assessment appeals**. Assessment has met with the Board of Revision Secretary and are awaiting additional information to proceed.

Staffing:

Human Resources had three (3) **job postings** close in May:

- Two (2) **Water & Wastewater Labourers** – Closed May 13, 2022, and interviews were held on May 25, 2022.
- One (1) **Temporary Communication & Stakeholder Relations Coordinator** – Closed May 20, 2022.

During the month, three (3) positions were filled for positions that closed in prior months:

- One (1) **Pool Technician**
- Two (2) **Water & Wastewater Labourers**

Customer Service/Community Connections:

Community connection and marketing efforts for May continued to be seasonal in nature. Some of the highlights include:

- Continuation of the Street Sweeping Schedule
- Paving & Construction Projects
- Hydrant Flushing

- Household Hazardous Waste Day, which was the top performing post on Facebook for May with a reach of nearly 7,000 impressions and over 30 post shares.
- Safe Places Online Platform, which is a welcomed change according to user comments
- Park Washrooms, which opened earlier in the season and receiving positive reaction

Increased activity on social media platforms during the month:

- Facebook page and profile visits **increased 60.4% over previous** 30-day period
- Instagram reach **increased by 8.5% over previous** 30-day period
- 30 new Facebook page likes, increased by 9.4% versus previous 30-day period
- 23 new Instagram followers, increased by 4.5% versus previous 30-day period

Bet You Didn't Know:

- There is enough 8" **sewer pipe in inventory** at the Service Centre Warehouse to stretch the length of over 8 NBA Basketball Courts.
- The Top Tweet with most engagement for May was the video created about the **Truth and Reconciliation Event**, including the round dance and Metis dancers, which earned almost **2500 impressions**. Second in line was the **inclusive park** announcement, earning **836 impressions**.

INFRASTRUCTURE & OPERATIONS

MAY 2022 – MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

- **Sweeping** - May 2-6, 9-13, 16-20, 24, 25, 27, 30, 31.
- **Compacting** landfill compost pad area – May 2
- **Hydro vac/jet truck/picker truck work** for Waterworks – May 3, 5, 10.
- **Hydro vac** for Engineering - May 12, 13.
- **Digs** for Waterworks – May 2-6, 11, 12, 16-18, 20, 30, 31.
- **Replace catch basins** – May 16-20, 24-26, 31.
- **Manhole repair** – May 30.
- **Sign** maintenance – periodic through out the month.
- **Jet** Sanitary and Storm sewer – May 2, 3, 6, 9, 24, 25.
- **Mowing** - May 26, 27, 30, 31.
- **Graded** lanes May 2nd, and roads (Battleford, 11th) on May 9, 11.
- **Downtown garbage** every Friday.
- **Safety Meeting** May 18.

Fleet Services Highlights:

- AP8 – **Airport Runway Broom** – Replace splined shafts that connect broom to orbit drive motors.
- AP9 – **Airport** 15 Ft Flex wing **Mower** – Checked and serviced
- P10 – **Parks Small Sweeper** – Unit taken to Armstrong Implements to check for cause of engine vibration. Engine compression test done, engine valves set, injectors cleaned and rebuilt, injection pump inspected.
- P22 – **Parks** 15 Ft Flex Wing **Mower** - Checked and serviced.
- R10 – **Streets** 15 Ft Flex Wing **Mower** – Checked and serviced.
- R14, R15 & R16 **Street Sweepers** – Serviced and maintained street sweepers
- T155 – **Transit Bus** – Annual safety inspection –replaced front tires

Oil Change Services

Light Trucks – 18
Heavy Trucks – 1
Equipment – 6

General Repairs

Light Trucks – 16
Heavy Trucks – 1
Equipment – 46

Safety meetings May 12 & 26.

Transit Highlights:

April numbers (May numbers not yet available)

Swift Transit monthly numbers 2284 total riders. Increase of 29% over 2021.

Access Transit monthly numbers 500 total riders. Increase of 132% over 2021.

Water & Wastewater:

Water Treatment Plant

- **Operations**
 - **Annual report and annual notice to consumers** published on the city website
 - **Kite festival** line charged and in use as of May 12th
 - Started **summer use of CO₂** (this is water temperature dependent)
 - Monthly **testing** of all generators(plant/boosters)
 - Working on **removal of obsolete piping** in the pipe gallery
 - WSA consumptive use **inspection**, no major issues noted
- **Residuals**
 - Commissioning **complete**, contractors working on **final site cleanup** and fixing small deficiencies
- **Sampling**
 - All bacteriological samples were sent away, no coliforms detected
 - Submitted 2nd quarter HAA and THM samples
 - Submitted Microcystin toxin sample for May
 - **All samples within acceptable range**
- **Total pumped** for May: 218.65 MI the 10-year avg for May is 262.70 MI

Wastewater Treatment Plant

- **Staff**
 - One resignation effective June 3, 2022
- **WWTP – Operations**
 - Cleaned and inspected **Bioreactors #1 and 2**
 - Cleaned and inspected **Clarifiers #1 and 2**
 - Open valve from Lagoon Cell B to North & South pumphouse to try and **speed up ice melt** in wet wells.
 - Pressure wash walls at Headworks to assist with **concrete and epoxy repair**
 - Epoxy work scheduled for May 30th.

- **PLC hardware conversion** underway – Monday May 2 – May 4. Delco completed stage 1 of 5.
- **Lift Stations**
 - **# 12**
 - Stump removal completed ready to pour concrete for upgrade
 - Genset removed in preparation for upgrade
 - **# 3**
 - Cleaned and inspected
 - Installed air bubbler to try and mitigate smell in Elmwood Park
 - **# 6**
 - Cleaned and inspected
 - Installed new stainless-steel ladder
- **Lagoons**
 - Lagoon equalized level of 32.3” across all 4 lagoons
 - Average for this time of year
- **Irrigation**
 - Pre-season sampling of Lagoon Cell B
 - Lagoon/Effluent irrigation permit requirement.
 - All pumphouses **prepped for irrigation season**
 - **Pivots** have started running
- **Sampling**
 - **Regular sampling on hold** as all wastewater is diverted to the lagoons
 - U of R sampling continues to measure Covid-19 **viral load** as part of a school project

Other: Assisted Parks & Rec with Elmwood Park irrigation pump troubleshooting

Water Distribution & Wastewater Collection

- **Water Distribution**
 - Repairs
 - 1 – **leak** 100 block 4th NE
 - Hydrants
 - Continuing yearly **hydrant maintenance**
 - Started annual **hydrant flushing** program
 - Repairing hydrant issues found with annual flushing program
 - Weekly flushing
 - Valves
 - Working on annual **valve exercising** program

- Meters
 - 65 - **meter** appointments
- Locates
 - 154 - **locates** performed
- New Services
 - Completed 9 new **water and sewer service installations** on Adams St.
- Other
 - Removed **old service** from 28 5th NE
- **Wastewater Collection**
 - TopShot completed **annual manhole rehabilitation** program
 - Camera'd 3 sewers
 - Sewer **jetting**
- **Rural**
 - Sampling
 - Rural weekly Bac-T's
 - **No coliforms detected**

Engineering:

Projects:

1. Active Transportation Grant –

a. Honda Boardwalk:

- i. Decking and Railing - Substantially complete, top railing on boardwalk to be completed by mid June.
- ii. Lighting – Riverside Electric completed boardwalk lighting, a few bollard lights to install at the ends of boardwalk pathway and Aitken Park lighting to install by end of June
- iii. Surface Works – pathway tie ins at Boardwalk to be completed by mid-June, Aitken Park completed
- iv. Landscaping – complete by end of June

b. Financial –

- i. Costs for the overall project are anticipated to be lower than estimated. A scope change request was submitted, and the addition of Aitken Park was approved. Payment request #3 was submitted in May for \$1.5M with 73.3% to be paid by Fed/Province.

2. **North Hill Reservoir Pumphouse Upgrade** – invitation to tender to prequalified bidders closed May 26th. Evaluation of tenders in progress. Council report to be presented at June 27th council.
3. **West End Storm Drainage Upgrades** – conflict with shallow utilities was identified. Sasktel is accommodating a relocate, SaskEnergy is working on a design and quote to relocate. Request for Proposals target date is June 13, closing June 27 with construction tentative schedule is mid/late August pending relocation of shallow utilities.
4. **Sask Valley Ditch** – Request for Proposal to be advertised June 13, closing June 27
5. **Herbert Street Storm** – construction to begin July 4 (4-week duration)
6. **Creek Bank Rehab** – begin August 1 (4-week duration)
7. **Downtown Streetscape** – 300 blk of Central Ave N is substantially complete. Plantings, trash receptacles, benches, etc. will be installed in late June.
8. **Downtown Intersection** – Concrete, paving stone, and traffic signals to be completed by June 10.
9. **Annual Paving & Sidewalk Program** – remaining work is Sask Dr. toplift, Central & Herbert intersection, Gladstone St. E (8th to Golf Course entrance), and Central & Gladstone intersection. All remaining work to be completed by late June.
10. **Truck Route** – signage is scheduled to be installed starting June 20th.
11. **Central Ave N Multi-infrastructure** – WSP completed a Geotech and are working on options report.
12. **Gibbs St. Residential** – design complete with estimate. Presentation to be delivered at a future GPC.
13. **Administrative:**
 - a. Urban Highway Connector Program (UHCP) Agreement – waiting on Tim’s return to continue negotiations with Ministry of Highways on Operations & Maintenance Agreement as well as the UCHP Framework Agreement.
 - b. Department is trying to work on Incident Command System Training which is to be complete by end of June
 - c. Waiting on outcome of the SGI grant for two pedestrian enhancements (Fairview School & 1st NW & Sidney). This should be communicated to us by the end of June.
14. **Miscellaneous:**

Pilot project on 4th Ave SE, two methods were completed in 2021. One was deep road repair with geotextile to bridge the settlement. The second method was a mill and fill within the settlement. Both options were evaluated in Spring, with similar results – therefore the less expensive

method of mill and fill was determined to be the best solution. The remaining settlements were completed at the beginning of May.

Light & Power:

Tenancy Changes:

Connects – 173
Disconnects – 183
Transfers – 29

Meter Changes:

Electrical - 17 Commercial Installations
Water – 3 new Installations
16 Summer Water Meter Installations

Line Locates:

Urban – 164
Rural – 28

Meter Reading:

Monthly billing cycles 1, 2, 3, 4 City meters as well as various SaskEnergy meters and Chinook Power Station.

Projects

- Battleford Trail streetlighting
- Downtown conversion complete primary installation
- Downtown Service installations
- Overhead to Underground service work 212 Central S, 238 Central S
- Bore for faulted Underground service 841 10th NE
- Pathway Lighting out by Memorial Drive
- Downtown Conversion pull in Secondaries and services
- Overhead to Underground service at 130 Allen Dr and cutover
- Robert St Streetlight project
- Boardwalk/Pathway Metering service install and energize.
- Flagpole project at Doc's Town School
- Convert Overhead to Underground at 438 3rd SE
- Cutover City Hall, SaskTel Cabinet, parking lot meters to underground
- Bore Underground service to 337 7th Ave NE and cutover
- Replace RVE controller at 512-1 (Owl)
- Adjustments to streetlighting due to sidewalk and paving crews
- New masts 370th SE, 367 7th NW, 870 5th NE
- Central Ave and Cheadle intersection conduit boring and installation of controller ped and streetlight pedestal
- Install shade sails at Market Square
- Pull fibre in downtown
- Start on Highland outdoor rink LED conversion
- Altec Boom inspections on E2, E38, E27 AND T56
- Intersection conversion preparations (Central and Cheadle)

Solid Waste & Diversion:

East Landfill

Landfilled – 2,065 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 17.5% increase from May 2021 (1,757 tonnes).

Diversion materials – 1,928 tonnes – 56% tonnage decrease from May 2021 (4,383 tonnes) primarily from paving activities in 2021.

West Landfill

Landfilled – 17,414 tonnes – 198% tonnage increase from May 2021 (5,840 tonnes).

Yard Waste and Compost

Yard Waste Site in May accommodated 1,439 visits.

13.6 tonnes of wood chips sold for use primarily as landscaping material.

27.3 tonnes of compost sold.

Recycle Depot

May accommodated 2,142 visits.

15 loads of cardboard, 5 loads of paper and 1 load of plastics (30 cubic yard bins).

3 loads of tin (6 cubic yard bins).

Household Hazardous Waste Collection Event

Spring Collection Event was held on May 31st from 1-7pm

201 residents were accommodated

Fall event is scheduled for October 5th from 1-7pm

Bet You Didn't Know:

In 2021, **866 mattresses** were collected at East Landfill for processing. An average of 72 mattresses per month.

Liquified chlorine gas is the primary disinfectant used by the City of Swift Current Water Treatment Plant. Chlorine has been used for over a century in water treatment and is the most **cost effective, common form of disinfection** in large scale water treatment. It is also the most **dangerous** - attacking the respiratory system, eyes, and skin. *When used at specified levels for water disinfection, the reaction of chlorine with water is not a concern for human health.* Because it is denser (2.5 times heavier) than air, it tends to accumulate at the bottom of poorly ventilated spaces. Chlorine gas is a strong oxidizer, which may react with flammable materials. Pure chlorine in a liquid state expands 460 times when exposed to the atmosphere. Chlorine Gas has a green/yellow color in high concentrations. Chlorine gas provides a long-lasting residual disinfection that other methods, such as ozone or UV, do not. Other uses for Chlorine include the following:

- **Cleaning Products** – dilute solutions of chlorine are often called bleach
- **Manufacturing** – Pulp and paper and plastic industries
- **Weapons** – was weaponized in WW1 for chemical trench warfare

PLANNING & GROWTH DEVELOPMENT

MAY 2022 – MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of **\$2,217,225 in building permits** were issued in May, consisting of (1) new Commercial Permit, (2) new Residential Permits. Three (3) small commercial permits and (8) small residential reno/alteration permits were issued.

- Total overall Building Permit values in 2022 to the end of May = **\$6,655,725**
- Of this amount, \$1,399,525 is residential construction and \$5,256,200 is Commercial and Industrial developments.

Last year, numbers for May 2021 consisted of (1) new commercial project, (4) small residential projects (2) small commercial permits and (3) small industrial projects, were issued totalling 8 permits with a total value of \$3,940,000

- Total overall Building Permit values in 2021 to the end of May = **\$9,571,625**
- Of this amount, \$1,678,000 is residential construction and \$7,866,625 is Commercial and Industrial developments.
- (13) **new business licenses** were issued in May.
- (25) **business licenses** were **renewed/issued** to the end of May.
- (473) **Dog** Licenses and (120) **Cat** Licenses have been sold to date.

Development permits / inquiries / subdivisions during the month of May:

- Restaurant (food preparation and sales only: **H5 Dough to Go** take-and-bake or cooked pizza sales).
- **Automotive** repair shop.
- Proposed Discretionary Use — retail **cannabis** store: public hearing held and approved by Council.
- Proposed Discretionary Use — **daycare** expansion: public hearing held.
- **Cell tower** locations.
- **Pet cremation** service.
- **Doctors'** office.
- Various change-of-use or minor variance questions in residential and commercial/industrial areas.
- Working with various realtors to find appropriate space for clients wanting to locate in the City of Swift Current.

- Various **appraisers** are working on properties in Swift Current and needing assistance from the planning department.
- Mayor Bridal and Marty Salberg met with the new owners of the **Swift Current Mall**, and they are excited to bring life and vibrancy to the property.
- Marty Salberg was **Acting CAO** for two weeks in May.
- As time permits, staff continue to **scan and categorize historic building permits** in electronic versions so they are readily available should they be needed in the future. This project will continue for quite some time as there are many building permits from the past decades that need to be scanned and categorized.
- Finalized lease agreement for the **former Palliser** Care Centre property with the Province.
- **Maintenance work** continues at **City Hall**. Three office spaces will be getting paint and carpet on the main floor. One office was put on the priority list because of a glycol pressure relief valve cracking and contaminating the carpet during the heating season, one office is currently vacant as the employee is away, and the last office space is being reconfigured to provide a layout that will allow the employee to conduct better in office meetings with external customers. Lighting improvements continue to replace the existing original fixtures to LEDs. Glass was cleaned on the 28th and 29th of May. It has been at least six years since that was done.
- One of the four units at **Prairie Pioneer** is at paint stage and drywall is in different stages of completion of the others. The semi-detached units are complete on the exterior and hard and soft landscaping is in progress.
- The addition to the **Co-op gas station and carwash** is nearing completion. The liquor store portion is in its finishing stages.
- Work continues at the **PetroCan on North Service Road E** and unofficial reports are that business has increased in fuel sales which may be partially attributed to the improved access to the site. The fuel tanks are removed from the old site and the old Humpty's building remains in use until the **Ricky's** is completed and ready for occupancy. The **Pizza Pizza** is painted, and the finish work and equipment are being installed. **Fatburger** tenant improvements are moving forward based on the progress of Ricky's.
- **Canadian Mental Health's** new facility is drywalled and painted.

Bylaw:

To the end of May, the following bylaw files have been opened upon receipt of complaints:

- **21 Animal Control** Complaints (running at large, barking, etc.)

- **1 Business Complaint** (businesses advertising/operating without a business license)
- **9 Commercial Property** Complaints
- **19 General** Complaints (garbage, trees, etc.)
- **23 Property** Complaints (unsightly, untidy, etc.)
- **87 Traffic** Complaints (unlicensed vehicles, unlawfully parked, etc.)

Bylaw Activities:

- Regular traffic patrols being conducted as per usual. (Comp, downtown, service roads, malls).
- Consideration being taken downtown with regards to construction zones and limited parking spaces in certain areas.
- Increased signage near SCCHS (Comp) due to resident complaints.
- Summer files started with complaints of property standards, as well as various proactive property files opened.

SWIFT CURRENT FIRE DEPARTMENT

MAY 2022 – MONTHLY CAO REPORT



Report from May 1 – 31:

Type of call:	May	YTD totals
Fire	10	44
Medical	39	168
MVC	2	28
Rescue	0	3
Hazardous condition	2	14
Other	15	44
Fire pit complaints	1	1
Total	69	302

Inspections	May	YTD total
	73	549

Career Development:

COURSE	#PEOPLE	COST PER	TOTAL COST
Instructor 1	3	\$390.00	\$1,170.00
Instructor 2	1	\$390.00	\$ 390.00
			\$1,560.00

REPAIRS	UNIT	COST	TOTAL COST
Inspection/Annual Maint.	E3	\$1,148.34	
Inspection/Annual Maint.	Tanker	\$ 863.54	
Inspection/Annual Maint.	E2	\$1,764.18	*incl. rear brake replacement
Inspection/Annual Maint.	Ladder	\$ 787.23	
Pump Testing	E3	\$1,387.88	
Pump Testing	Tanker	\$1,387.88	
			\$7,339.05

CAREER TRAINING (In-House – No cost):

Practical:	Auto extrication and vehicle fires
Mutual:	N/A
Medical:	Epinephrine & Ipratropium Bromide
Online:	Alarm Systems

AUXILIARY TRAINING (In-House – No cost):

Theory: Forceable Entry
Practical: Tools & Lighting

BILL OUTS:

RM	\$12,500.00
Interdept. Charges Bench Testing BA	\$ 1,141.00
Bottle Fill	<u>\$ 1,029.79</u>
Monthly Total	\$14,670.79

Fire Call Description:

This incident was an MVA that occurred June 1st, 2022, on Chaplin Street and 8th Ave NE. The victims in the red vehicle were able to exit their vehicle on their own. The victims in the grey SUV had to be extricated by our crews and then delivered to the ambulance so they could be transported to the hospital. Injuries are unknown at this time, but the impact of this crash was severe for travel speeds inside city limits.

The battery-powered extrication tools that were purchased in 2021 worked flawlessly and improved the efficiency and speed of the extrication allowing for the trapped occupants to be removed from the wreck in record time. These tools do not require the extra set up time of connecting hydraulic hoses, carrying a portable hydraulic engine and pump to the scene and pull starting the engine and operating separate valves on the pump. Our newest extrication tools are battery-operated and are ready to work upon a fire fighter grabbing the tool from the truck.

Keeping up with new innovations in the fire service allows for a more efficient and safer emergency scene for the citizens involved as well as the fire fighters on scene. SCFD would like to thank City Council for the proactive approach you have regarding safety with the approval to purchase the latest technology in our industry, in this case, battery operated Jaws of Life.





GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: June 6, 2022


Subject: Contracts and Proposals

Request from: General Manager of Infrastructure and Operations


Local Authority Freedom of Information and Protection of Privacy Act Justification:

Section 16

Request Justification: Advice, proposals or recommendations developed by or on behalf of the City.



FOI Mitch Minken, GM of Infrastructure & Operations



Jim Jones, Acting CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on June 21, 2022.

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Corporate Services, General Manager of Infrastructure and Operations, General Manager of Community Services, City Clerk, and Manager of Engineering Services.